

## Overview

**The primary emphasis** of this non-exclusive, statewide catalog contract is “just in time” delivery of general office supplies required by state agencies in the fulfillment of their daily operations. It is intended to expedite the purchase and delivery of the majority of typical immediate office supplies requirements.

**Bulk Quantity Ordering** – this provision is included primarily for those State agencies with dedicated warehouses to sustain normal operations for as long as thirty (30) days. Prices are the same as just in time (JIT), but with an increased delivery period. State agencies and other approved entities will retain the opportunity to place for bidding, any "large/bulk" quantity of any core or non-core items that are eligible for purchase under the contract agreement, as deeper discounts may be achievable through a competitive bid process.

**New Catalog** - please discontinue using all “2005” catalogs, CD-ROMs, and Excel Spreadsheets effective the close of business December 31, 2005. Orders placed against the 2005 catalog shall be dated not later than December 31, 2005 and will be granted a maximum grace period for receipt at Corporate Express until January 13, 2006. (This grace period is to allow for possible mail delays during the holiday period.)

If your agency does not receive the 2006 catalog or if you need additional copies, CD-ROMs, or Excel Spreadsheets, please contact a Corporate Express customer service representative at telephone 1-888-238-6329 or (225) 274-3115.

## Exclusions

**\* The only exclusions from this contract are individual items with a net discounted price over \$1000.00.**

\* State agencies should refrain from utilizing the Office Supplies Contract for furniture purchases per Memorandum OSP 05-04, which was dated and disseminated November 15, 2004. For additional information, refer to the Office of State Purchasing Website at [www.doa.Louisiana.gov/osp](http://www.doa.Louisiana.gov/osp) and view the “Mid-range Office Furniture Contract No. 405971”.